

## Pro-forma - I for Appointment Letter for a Teacher

To

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### **Subject: Terms and conditions of appointment**

Dear Sir,

With reference to your application dated.....and subsequent interview/test held on.....in connection with your appointment as a "The Teacher" "The Faculty" in this school or Institution, we have the pleasure to offer you the post of a teacher on a salary of Rs.....in the grade of Rs.....besides usual allowances as applicable to other teachers employed in this school.

#### **1. Probation period:**

you will be on probation for a period of..... from the date of joining. The said period of probation is further liable to be extended at the discretion of the Managing Committee / Board of Trustees / Governing body. During or at the expiry of the said period of probation or the extended period of probation, the Governing Body or Managing Committee shall have the right to terminate your services without any notice or without any reason. You will continue to be on the probation till your services are confirmed in writing by the Managing Committee or Board of Trustees / Governing body.

#### **2. Termination:**

After confirmation, your services shall be able to be terminated on one month notice or salary in lieu therefor except in disciplinary grounds in which case no such notice or payment in lieu thereof shall be necessary.

Even after confirmation, if you are found absent from duty for ..... days without obtaining prior permission in writing of the Governing Body / Managing Committee/Principal or if you proceed on leave without obtaining prior permission or over-stay the sanctioned leave for ..... days without first getting it sanctioned then your services shall be liable to be terminated without any further reference/notice to you.

#### **3. Increment:**

The annual increment as shown in the pay scale shall not be claimed by you as a matter of right, but will depend solely upon your performance, maintenance of high standard of discipline, good work, efficiency, integrity, punctuality and regularity.

#### **4. Disbursement of Salary:**

The payment of your salary will be subject to the deduction of Income-tax, Provident Fund, Employees state Insurance, Welfare fund etc as applicable as per rules.

#### **5. Terms and Condition:**

- Your appointment and continuance in the employment in the school will be subjective to your being found medically fit and the Governing body / Managing Committee/Principal shall have the right to get you examined or re-examined by the school Physician/Doctor or any other Registered Medical Practitioner, whose finding will be final and binding upon you.
- You will be the whole-time employee of the school and shall not engage yourself in any work or engage yourself anywhere else, either honorary or otherwise except with the written permission of the Governing body / Managing Committee/ Principal of the School.  
You will not offer, accept or demand any subscription/donation/contribution/Assistance from any one directly or indirectly either for yourself or for any association of teachers/staff or students, unless specifically permitted in writing.

- You will not prepare or publish any book or books or assist anybody else, directly or indirectly in such a publication unless so expressly permitted.  
You will not canvas for any publication or any Publishing House or Bookseller.  
You will not enter into any monetary transactions specifically collection of fee, with any student or his parents/ guardians/sponsor and shall not misuse your position as a teacher for your personal gains and shall not conduct yourself in such a manner that you have to incur a debt beyond your means.
- That you shall not accept, permit any member of your family or any other person acting on your behalf to accept any gift including free transport, boarding, lodging, or any other service or any pecuniary advantage from student, parent/guardian or any other person, who may come into your contact in the capacity of your being a teacher in the school.  
You will confirm to all rules and regulations in force from time to time in the school and shall abide by all other lawful orders/instructions/directions of the Managing Governing Body/Committee/Principle.
- You shall not propagate through teaching lesson or otherwise, communal or sectarian outlook or incite or discriminate any student on the grounds of religion, caste, creed, language. place of origin, social, welfare and economical background.
- You shall not practice or incite any student to practice casteism, communalism, untouchability, or cause/incite any other person to cause any damage to the property of the school either movable or immovable, you will not behave or encourage or incite any student, teacher or any other member of the staff to behave in a disorderly manner in the premises of the school or outside in connection with any matter connected with school. You will not organize or attend any meeting during school hours except when you are required or permitted by the Managing Committee of the school to do so.
- You will not indulge or encourage any form of malpractice connected with the examination either in this or in any other school.
- You will not make any sustained negligence in correcting class-work or home- work done by the students.
- You will not accept any job of remunerative character from any source other than the school or from giving private tuition or from any other person or engage yourself in any business.
- You will not prepare or publish or associate yourself with publishing any book/books, commonly known as "Keys" or assist whether directly or indirectly in their publication.
- You will produce the following details, information, documents and Papers preferably as on the date of acceptance of appointment but latest by 10 days of appointment mandatorily:
  - a. Contact details of employee
  - b. Contact details of reference/relative
  - c. Mail Id
  - d. copy of Aadhar Card
  - e. Copy of Permanent Account Number (PAN)
  - f. Copy of Passbook/Cancelled Cheque
  - g. EPF Declaration (Form 11) Form, if applicable
  - h. ESIC declaration (Form-1) Form, if applicable
  - i. Gratuity Nomination Form
  - j. Relieving letter from the previous employers

- k. Educational certificates
  - l. Two passports size photographs
  - m. Proof of last drawn salary
  - n. Copy of vaccination certificate
  - o. Police Verification report
- In case of any change in the address during the course of your employment in the school, it shall be your duty to intimate such change in writing to the Manager/ Principal within one week from the date of such change. You will intimate your address during vacation before the commencement of the summer vacation.
  - In case any act or omission constituting misconduct alleged against you, you shall be placed under suspension pending enquiry, and will not be entitled to any salary/ suspension allowance during the period of such suspension, except as otherwise provided under the policy or rules of the school.
  - Your services will be liable to be transferred from one place to another and/or from one school to another and/or from one post to another purely at the discretion of the Governing Body / Managing Committee/Principal.
  - You will be responsible for the safe custody of the attendance registers, books, and other articles entrusted to you and in case of any damage, or loss, the Principal/ Head of the School will have the right to make good the same from your salary! emoluments besides taking disciplinary action as deemed fit or proper.
  - You will be retired on attaining the age of ..... years though the Governing Body/ Managing Committee may grant extension of one or two years on ad hoc basis or even retire you earlier in case you fail to perform your duties efficiently.
  - In case the above terms and conditions are acceptable to you, please sign and return carbon token of the acceptance of the above terms and conditions.

Yours faithfully,  
Principal/Manager/Secretary  
or any other Competent  
Authority.

#### DECLARATION BY THE EMPLOYEE

I accept the offer and the terms and conditions mentioned in the aforesaid letter. I have understood the same in the language known to me.

Signature of the Employee

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